



STRATFORD-UPON-AVON TOWN COUNCIL

CIVIC HERITAGE AND EVENTS COMMITTEE

Tuesday 8 July 2025

Meeting commenced: 6:30pm Meeting ended: 7:40pm

Present:
Councillors:

Cleeve	McNaught Barrow
Hunter	Petrovic
Fojtik (Chair)	Rolfe
	Vos

Clerk: Town Clerk
Press: None
Public: None

Prior to the start of the meeting, the Mayor called for a moment of silence to remember those who lost their lives in the London 7/7 attacks and to acknowledge all those affected on the 20th anniversary.

1. Appointment of Chair and Deputy Chair for the municipal year

It was unanimously agreed that Councillor Fojtik be elected as the Chair and Councillor Rashwan (in her absence) as Deputy Chair.

RESOLVED

That Councillor Fojtik be appointed as Chair of the Civic Heritage & Events Committee for 2025/26.

RESOLVED

That Councillor Rashwan be appointed as Deputy Chair of the Civic Heritage & Events Committee for 2025/26.

2. **Apologies**

Apologies were received from Councillors Duck, Harding and Rashwan and accepted for the reasons given.

3. **Declarations of Interest**

The Mayor disclosed a Personal Interest in Minute 11.

4. **To receive written requests for dispensation for disclosable pecuniary interests**

There was none.

6. **Public Participation of non-agenda items**

There were no public present.

7. **To approve the draft Minutes of the Civic Heritage and Events Meeting held on 11 March 2025**

It was Proposed, Seconded and

RESOLVED

That the draft Minutes of the Civic Heritage and Events Committee held on 11 March 2025, be approved as a correct record.

8. **To adopt the Minutes of the Website, Social Media and Newsletter held on 14 March, 23 May and 26 June 2025**

It was Proposed, Seconded and

RESOLVED

That the Minutes of the Website, Social Media and Newsletter sub-group held on 14 March, 23 May and draft Minutes of 26 June 2025 be adopted.

9. **To adopt the draft Minutes of the Market Forum held on 18 March 2025**

It was Proposed, Seconded and

RESOLVED That the draft Minutes of the Market Forum held on 18 March 2025 be adopted.

Town Clerks Open Report

10. The Committee received a report detailing recent civic events.

Shakespeare Birthday Celebrations 2025

Members noted that the Volunteers' Reception, Shakespeare Birthday Parade including the associated entertainment, and the revised format for Civic Sunday had all taken place smoothly.

The Town Council held a brief discussion regarding the enhanced entertainment that had been arranged for the event. While members acknowledged the effort made to elevate the offering, they expressed the view that the entertainment did not fully meet expectations. Councillors shared various suggestions on how the programme could be improved for future events, with a focus on increasing engagement and broadening its appeal to a wider community audience. Members were invited to consider continuing this provision as part of the forthcoming budget-setting process. (Councillors Fojtik, Hunter, Petrovic and Vos offered to serve on a Working Group to revisit this year and look forward to next year).

The revised format of the Civic Sunday parade had led to a cost saving by removing the requirement for road closures, security staff, and hostile vehicle mitigation (HVM). Issues with seating would be addressed for the next year. The Committee also noted concerns raised by the District Council's Safety Advisory Group regarding the Town Council's HVM equipment, and that future provision would be reviewed with the increased costs of preferred equipment to be factored into planning.

Commemorating the 80th Anniversary of VE Day

Members were pleased to note the successful delivery of the VE Day 80th anniversary event on 8 May 2025, held jointly with the Town Trust.

Mayor Making, Civic Dinner and Civic Sunday

The Committee noted that Mayor Making and the Civic Dinner had proceeded as planned. The format for Civic Sunday had again been revised in line with the approach taken for Shakespeare Sunday, due to budgetary constraints and the declining number of spectators.

The new format involved robing at the Town Hall and walking to and from Holy Trinity Church via the gardens, reducing road closure and HVM costs and had been well received by Members.

Armed Forces Day – 28 June 2025

This event took place successfully although it was noted there had been some public criticism regarding the lack of road closure. Councillors requested that further consideration be given to how the occasion could be more effectively marked in the future to improve the overall experience and visibility of the event.

Councillors then turned their attention to upcoming events and reviewed the arrangements currently being planned for 2025:

- Mayor's Bowls Match
- VJ Day 80th Anniversary
- Heritage Open Day
- Mop
- Remembrance Sunday
- Christmas Lights Switch-on

The Committee received an update regarding the revised footprint of this year's Christmas Lights Switch-On event. It was noted that Stratford BID had advised the layout would differ from that used in the past two years, and the Town Council's £5,000 contribution for 2025 would need to be directed specifically towards the logistical costs associated with the market element in Bridge Street, to cover, hostile vehicle mitigation (HVM) and road closures.

As joint contract holders with the District Council, the Town Council was contractually required to host a market in Bridge Street as part of the Christmas Lights Switch-On event. An estimated cost for the associated services was reported to the Committee, with initial

indications suggesting that the £5,000 allocation would be sufficient to meet the Town Council's contractual obligations.

It was noted that in previous years this contribution had been pooled for the wider event. In light of the joint nature of the contract, Councillors requested that the Town Clerk write to the District Council to explore whether they would be willing to contribute towards these costs.

RESOLVED That the Committee note the proposed use of the £5,000 contribution and await the final cost estimate to determine whether it is sufficient to meet the Town Council's contractual and operational requirements.

11 To consider a Mayoral visit to Ireland

The Committee considered a request for support regarding the Mayor's proposed visit to Shannon, County Clare, in response to an invitation to attend a Civic Reception in her honour.

The invitation had been extended by a former classmate of the Mayor and was intended to recognise her appointment as the first female Irish-born Mayor of Stratford-upon-Avon. Given the Mayor's personal and cultural ties to Shannon, the visit was seen as significant both personally and civically.

It was confirmed that the Mayor would personally cover the cost of travel and accommodation, with only a small contribution from the Mayor's Allowance requested to support incidental civic hospitality, such as gifts or refreshments.

The visit would be arranged to ensure no conflict with scheduled civic duties in Stratford-upon-Avon.

RECCOMENDATION That the Committee formally supports the Mayor's intention to accept the invitation and attend the Civic Reception in Shannon, Co. Clare, on the basis outlined.

12 **Town Hall Functions January 2025 – July 2025**

The update was noted, although it was highlighted that some key cost data was still missing, which prevented a full understanding of the financial implications.

Councillors also expressed their thanks to staff who had responded at very short notice to facilitate a wedding held at the venue a few weeks earlier.

Date of the next meeting

Tuesday 30 September 2025 in the Town Hall at 6:30pm.

Chair: